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ADVANCED RESEARCH PROJECTS AGENCY  
Washington 25, D. C.

ARPA Order No. 38-59  
Amendment No. 2

April 1, 1959 Date

TO: Commander  
Air Research and Development Command  
Andrews Air Force Base  
Washington 25, D. C.


1. Paragraph 6, ARPA Order No. 38-59, dated November 5, 1958, is superseded by the following. Attachment No. 1 to the basic Order is superseded by Attachment No. 1 to this Amendment.

The Director, Advanced Research Projects Agency, will be kept informed of the status of work assigned under this Order by a Monthly Progress Report, a Quarterly Progress Report and a Semi-annual Technical Summary Report, to be prepared and submitted in accordance with procedures outlined in Attachment No. 1. These reports represent ARPA's presently foreseeable requirements for reporting under ARPA Order No. 38-59.

2. Distribution of AFBMD reports required by ARPA on work performed under ARPA Order No. 38-59 to agencies within USAF will be decided by AFBMD in consonance with established USAF procedures. Requests for copies of these reports by agencies outside USAF will be referred to ARPA for approval.

  
Roy W. Johnson  
Director

1 Inci:  
Attachment No. 1

Copy to: Secretary of the Air Force  
~~Cdr., ARPA~~  
Cdr., AFBMD 

Upon removal of attachment this document becomes Unclassified.

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## PREPARATION OF REPORTS

### I. Monthly Progress Report

a. Narrative Section. A letter report will be submitted by AFBMD giving a narrative account of work performed under ARPA Order No. 38-59. The letter report will cover work performed each month with the exception of the last month (March, June, September and December) of each calendar quarter. The quarterly progress report prescribed below will be submitted in lieu of the letter report for the last month of each calendar quarter. The initial letter report under this directive will be for the month of April 1959. Letter reports will be submitted in quadruplicate to the Director, Advanced Research Projects Agency, and are due within 10 days following the month reported.

The report will be in letter form, preferably not exceeding three pages, and will present a brief narrative summary of progress during the reporting period. Each report should make specific reference to the following topics: (1) technical status, (2) problems encountered, (3) work schedules, and (4) action required by ARPA. Photographs and illustrative material will be submitted as appropriate. The ARPA Order number, name of contractor, date of contract, contract number, amount of contract, and title of the project should be stated in the heading of each report.

b. Milestone Section. Instructions for preparation of a milestone progress report, which requires use of a standard format in reporting actual progress against planned progress in accomplishing major milestones, will be issued at a later date.

### II. Quarterly Progress Report

The purpose of the quarterly progress report is to provide the President and the Secretary of Defense and their staff with periodic summary information by which they may be kept informed of overall progress and results in certain of the satellite projects.

Frequency and Due Date. The quarterly progress report will be prepared for submission to the President each calendar quarter and will show a summary of progress and significant events during

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the quarter. The report should reach ARPA no later than the 11th of the month following the close of the quarter reported. When the 11th falls on a non-workday, the report will be due the following workday. The initial report under this directive will be for the quarter ending March 31, 1959.

Content. The quarterly progress report will cover the progress, special achievements, problems encountered, schedules and overall status of the program. It is essential that the content be carefully organized and that the material is presented briefly, clearly and concisely.

Format.

PART A. Brief of Progress During the Quarter. The brief should not exceed one-half page in length and should present the outstanding highlights of progress and status of the program.

PART B. Topical Summary. The topical summary consists of a series of summary headings, each of which is followed by a summary paragraph or paragraphs. The summary paragraphs are not limited in number but generally should not exceed 15 lines in length. Each paragraph should be abstracted in a marginal heading appearing at the left margin opposite the first line of the paragraph. All elaborative detail should be relegated to Part C and reference noted thereto, as appropriate. Suggested summary headings for the MIDAS Project are:

MIDAS PROJECT

MIDAS FLIGHTS

Flight I  
Flight II, etc.

FACILITIES AND SITES

Launch  
Tracking

GENERAL

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GENERAL (continued)

These headings may be revised or added to by the preparing agency from time to time, as appropriate.

**PART C. Descriptive Detail.** All detailed description and backup information considered necessary to the completeness of the report will be confined to Part C. Examples are description and layout of tracking stations, map sketches of location of facilities, and details of design and testing of equipment. A glossary sheet listing standard equipment and systems terminology and specifications should be included.

Photographs and Sketches. Photographs and sketches selected to show progress of the work and depict development of equipment should accompany each report. To facilitate printing, photographs and sketches will be in black-and-white glossy finish on 8X10-1/2-inch paper. Each photograph should contain some commonly known object to indicate scale and be clearly captioned.

General. The quarterly progress report will be assembled with those of other satellite projects into a single Department of Defense Military Satellite Program Progress Report and transmitted to the President. It is desired that the format of the report to the President be carefully followed in preparing the report for your project to enable ARPA to print and transmit the consolidated report to the White House with minimum rewriting and editing delay.

**III. Semiannual Technical Summary Report.**

A technical summary report will be prepared semiannually for periods ending June 30 and December 31 of each year. The report will present a concise and factual discussion of technical findings and accomplishments during the period. Six copies of the report will be submitted to the Director, Advanced Research Projects Agency, and are due within 30 days following the close

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of the report period. Upon completion of the project, a final report will be submitted summarizing the entire project. The final completion report will be submitted in lieu of the regular semiannual report to reach the Director, Advanced Research Projects Agency, within 60 days following project completion. The ARPA Order number, name of contractor, and title of the project should be stated in the heading of each report.

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